REQUEST FOR QUALIFICATIONS
ENGINEERING DESIGN and
CONSTRUCTION ADMINISTRATION
FOR WEST MECKLENBURG HIGH SCHOOL
TURF FIELD UPGRADE

RFQ NO. 27-007

Date of Issue: November 2, 2026

Qualifications Proposal Due Date:
November 17, 2026 2:00 PM ET
Charlotte-Mecklenburg Schools
3301 Stafford Drive Charlotte, North Carolina 28208

yolandas.fergerson@cms.k12.nc.us
(980) 343-6580

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Section 1 – INTRODUCTION AND SCOPE

CMS is soliciting proposals from qualified firms interested in qualified firms to provide design, engineering, and construction administration for the upgrade and installation of a synthetic turf athletic field, including associated site improvements, drainage, and ancillary infrastructure.

Scope of Services

Site Assessment and Evaluation

- Review existing field conditions.
- Evaluate drainage, grading, utilities, and subsurface conditions.
- Identify required permits and regulatory requirements.
- Conduct geotechnical investigations as needed.

Design and Engineering Services

- Prepare conceptual and final field designs.
- Develop grading and drainage plans.
- Design stormwater management improvements if required.
- Coordinate utility relocations or modifications.
- Prepare construction documents and technical specifications.

Section 2 - GENERAL INFORMATION

The procurement of the design contract will be based on the RFQ and the Proposer's response. A selection committee will review and evaluate the RFQ responses and may select firms to be interviewed.

Addenda and Supplements to RFQ

If a Proposer who is contemplating submitting a response is in doubt as to the true meaning of any part of this RFQ or other requirements, they may submit a written request for clarification to CMS's representative no later 2PM on November 6, 2026 than days prior to the deadline for submission of the RFQ. Any clarification or revisions of the RFQ will be made only by an addendum which will be posted on the CMS website no later than November 9, 2026 by 4PM on the following site: Operations Support Services

The Proposer is required to acknowledge receipt of any/all addenda. Oral explanations will not be binding.

Email questions regarding the response process

to: Yolanda Fergerson
yolandas.fergerson@cms.k12.nc.us

Schedule of Events

• RFQ Issued	November 2, 2026
• Written Questions Due	November 6,, 2026 NLT 2PM
• Responses to Written Questions	November 9, 2026 NLT 4PM
• RFQ Due	November 17, 2026 NLT 2PM
• Evaluation Period	November18-30 2026
• Notification to Selected Firm	NLT December 1, 2026

CMS has sole discretion and reserves the right to reject any and all responses received with respect to this RFQ and to cancel the RFQ process at any time prior to entering into a formal agreement. CMS reserves the right to request additional information or clarification of information provided in the response without changing the terms.

Section 3 - SUBMISSION REQUIREMENTS

Responses should be prepared and submitted as described in this section.

Proposers bear the responsibility of examining all parts of this RFQ and furnishing the information required by this RFQ. The Proposer shall prepare his/her response and submit one (1) electronic copy and one (1) original signature set clearly marked original. All costs incurred in the preparation and submission of proposals shall be covered by the Proposer. All blank spaces on the Proposal Execution Page and all requirements outlined in this RFQ must be filled in and completed. Firms should include Firm Number on the outside of their sealed envelope.

Submittals shall be made on 8.5" x 11" paper, side bound with Table of Contents and reference tabs for key sections. Response is limited to 20 pages double sided excluding engineer qualification information. All pages are to be consecutively numbered. Responders shall submit their RFQ Response **to include firm number on the outside of their sealed envelope.**

Each Proposer must answer all questions and provide all requested information, where applicable. If the answer to any questions is "none" or if the question is not applicable, please state in writing. Any Proposer failing to do so may be deemed to be non-responsive with respect to this qualification at the sole discretion of CMS.

A selection committee will make reasonable investigations as deemed proper to determine the ability of each proposer to perform the work. The Proposer shall be responsible to furnish all information and data requested by the RFQ. CMS reserves the right to reject any proposal if the information submitted by or investigations of the Proposer fail to satisfy CMS that the Proposer is qualified.

Where proposals are sent by mail, the Proposer shall be responsible for their delivery before the advertised date and hour for the receipt of the proposals. If the mail is delayed beyond the date and hour set for the response receipt, submittals thus delayed will not be considered and will be returned unopened. **Submittals must include, at a minimum, the following:**

1. Executive Summary limited to one (1) page including the name of the Proposer, location of Proposer's principal place of business, a brief narrative description including the age of the business, type of business organization and services offered. Summary should describe the Proposer's approach to providing design services for a project as described in the Introduction and identify the Proposer's strengths and any special qualifications your firm and proposed sub- consultant firms may possess related to the program described. Describe your firm's and proposed sub-consultant firms approach to pre-design, design and construction administration phases of a project.
2. Insurance Requirements – Proposers must show proof of insurance coverage meeting the requirements identified in Section 5 (submit a copy of insurance certificate)
3. Completed response to Section5 – Qualifications/Proposer Information
4. Completed Section 6 - Proposal Execution Acknowledgement Form
5. Complete required documents included with MWSBE Information
6. Completed Engineer's prequalification information (if engineer being used is from a different firm)

Section 4 - QUALIFICATIONS/PROPOSER INFORMATION

Please organize your responses to questions below in the same order and numbering given, restating the question first, then your responses. A separate Engineer's pre-qualification questionnaire and submittal is provided and will be required from each consulting firm(s) proposed as sub-consultants.

1. Company history, size and background
    a. Provide current organizational structure information, date of company formation and the number of years providing design services for educational facility projects.

    b. Provide the name, position, percentage ownership and years with the organization for each officer or partner.

    c. Provide names and professional background of other company principals intended to be used on the proposed CMS work.

    d. Provide the total number of staff directly employed by the firm. Identify the number of registered Architects and all other disciplines contained in this group of personnel. Only include the staff/office that will directly participate in this CMS work. Provide an organizational chart that represents this staffing and their relationship to the organizational management structure.

    e. Provide your annual revenue for design work over the last five (5) years (2019 – 2024) including the number of projects per year.

    f. Provide a list of the public projects your firm is currently committed to in North Carolina including:

        i. Name of project
        ii. Location
        iii. Value
        iv. Completion date
2. Financial Information - CMS reserves the right to request financial data. If requested provide a copy of audited financial statements for the three (3) previous fiscal years and the last quarterly report. Statements must include auditor's letter of opinion, auditor's noted balance sheet, statement of income/loss.

3. Provide information on no less than three (3) K-12 athletic improvement or s similar projects for which your firm has provided services during the past five years.
   Information should include:
    a. Name and address of project

    b. Names of staff (Senior Executive, Project Architect, Project Manager, Construction Administrator)

    c. Name, address and phone number for Owner's Representative

    d. Type and size of project

    e. Original Budget

    f. Actual Cost

4. Describe your firm's knowledge of and experience in integrating the following items into the design along with examples how they have been implemented on past projects:
    a. Tracks

    c. Drainage and PCCO requirements

5. Provide experience and background information on key individuals proposed for the project
    a. Name 5 similar athletic improvement projects completed by your proposed project key individuals in the last 5 years. Describe their role in these projects.

6. List the consulting member firms you propose to use should you be selected including the project designer for each who will be responsible for the close supervision of this design work. If performed in- house, please indicate and include resumes. Indicate which of your consultants are MWSBE owned business firms.

    Note: Consulting firms presented in the proposal should not be changed without good cause. It shall be the owner's understanding that the consultant firms are integral to the proposal and shall not be changed subsequent to contract negotiations. The Prime Designer shall provide the prequalification documents to the consulting firms and retrieve them in time to incorporate them into their RFQ submission. Failure to include this will render the submission non-responsive.

7. Client References
    a. Provide a minimum of four (4) client references. Two (2) of the client references should be from Owners similar in function to CMS. Information should include contact name, address, phone number, email and a description of services provided.

8. In the past five (5) years has your firm ever paid a client due to errors or omissions found in the work?
9. Indicate any project(s) where your firm has been terminated and the reasons for termination.
10. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit, found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity, or been convicted of a crime involving any federal, state or local law?

    If YES, explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

11. Has your firm or any of its owners, officers or partners ever been convicted or a federal or state crime of fraud, theft, or any other act of dishonesty?
12. Indicate any prior or current design contracts between your firm and Charlotte-Mecklenburg Schools.
13. Respondents shall comply with CMS's MWSBE Program by making a good faith effort to utilize MWSBE firms in the professional service contract.
    a. Describe how your firm will address the MWSBE objectives. This includes the forms listed below and a commitment to obtain a certain percentage.

14. Respondents shall include in their proposals the form "Identification of Minority Participation" and "Affidavit A" or the form "Identification of Minority Participation" and "Affidavit B". Also include

an Appendix III signed by each MWSBE firm you plan to utilize. This is the MWSBE's acknowledgment that they are to be used on this project. The forms ask for the scope of work and the dollar amount. Respondents may not be able to give a specific dollar amount until your firm is selected for a specific project. However, you may list a percentage based on the scope of work intended to be performed by your MWSBE consultants and subcontractors.

15. Does your firm or any associate consultant own any business or financial interest that would place the firm in a conflict of interest in either the design or procurement phase of the capital improvement plan?

Selection Criteria

65- points Qualification of Firm

- Project Understanding
- Minimum of 3-5 completed synthetic turf projects of similar size.
- Experience with school, municipal, collegiate, or professional athletic facilities.

30-Points Project Management

- Projects on time and in budget
- Professional Training/Qualifications
- Relevant Licensees

15pts- References Past and Existing Performance

Section 5 - PROPOSAL EXECUTION ACKNOWLEDGEMENT FORM

The undersigned hereby acknowledges having received and completed a proposal package.

FOR A SOLE PROPRIETOR OR PARTNERSHIP: If a sole proprietorship, the sole proprietor must sign this proposal. If a partnership, the proposal must be signed by a general partner and indicate authority of partner's signatory by attaching a copy of partnership agreement or another authorizing document.

FOR A CORPORATION: If signed by any person other than the President of the Corporation, a certified copy of resolution or by-laws authorizing such person to sign must accompany this proposal/response. The signature of the corporation signer must be attested to by the Secretary of the Corporation.

The undersigned warrants that they are duly authorized to bind the Proposer to fully perform all duties and deliver all services in accordance with the terms and conditions set forth herein. The undersigned declares under penalty of perjury that all of the information submitted is true and correct, that the Proposer fully understands this information is being considered for this RFQ only and that being declared non-qualified for this project excludes the Proposer from award of this project.

The undersigned acknowledges receipt ofaddenda: _____

The undersigned agrees to be bound by and comply with the provisions of CMS's Minority, Women and Small Business Enterprise Program.

I, the undersigned, certify and declare that I have read all the foregoing responses to this RFQ and know their contents. The responses are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters, I believe them to be true. I declare under penalty of perjury under the laws of the State of North Carolina, that the foregoing is correct.

All signatures to be sworn to before a Notary Public

Signed_____ Firm Name _____

Title_____ Address _____

Telephone_____ City _____

State_____Zip_____

Corporate Seal – (requested, not required) SUBSCRIBED AND SWORN to before me this

_____ Day of _____ 19

_____

Notary Public Signature

STATE OF_____ COUNTY OF _____

Section 8 – ENGINEERS QUALIFICATIONS/PROPOSER INFORMATION

Please organize your responses to questions below in the same order and numbering given, restating the question first, then your response.

1. Company General Information
    a. Firm
        1. Name
        2. Address and contact information (name, phone, email) for principal office
        3. Address and contact information (name, phone, email) for North Carolina office providing services
        4. Provide appropriate current organizational structure information, date of company formation and the number of years under the present business name
            (i) Corporation type, date of incorporation, state of incorporation, President, Secretary, NC registration #
            (ii) Partnership, date of organization, names of partners, % of ownership
            (iii) Sole Proprietorship, date of organization, name of Owner
        5. Provide any other names the business has operated under and the number of years operated in that name
        6. Is firm a Hub or MWSBE firm? Is firm certified with the City of Charlotte?
    b. Staff
        1. Identify engineering disciplines provided by firm and intended for this project.
        2. Provide the total number of staff directly employed by the principal firm regularly engaged in Educational facility design work. Provide the total number of staff directly employed by the North Carolina office of the firm regularly engaged in Educational facility design work. Provide names and professional background & North Carolina license/registrations information of staff intended to be used on the proposed CMS work.
2. Previous Experience
    a. Provide information on no less than three (3) K-12 athletic improvement or similar projects for which your firm has provided design and construction administration services during the past five years. Information should include:
        1. Name and address of project
        2. Names of Engineers staff (Senior Executive, Project Designer, Project Manager, Construction Administrator)
        3. Name, address and phone number for Owner's Representative
        4. Type and size of project
    b. Provide experience and background information on key individuals proposed for the project including the Principal in Charge of the project (Project Executive), proposed project manager (the person who will be directly responsible for the design and production of working drawings), Engineer and Construction Administrator (person who will be directly responsible for the construction phase administration).
3. Name 5 projects similar to the projects identified in the RFQ completed by your proposed project key individuals in the last 5 years. Describe their role in these projects.

a. Describe your firm's experience working with and expediting permits through Mecklenburg County LUESA, Charlotte City Engineering, NCDPI, NCDOI, CDOT, NCDOT and other local and state approval agencies.

b. Client References

1. Provide a minimum of four (4) client references. Two (2) of the client references should be from Owners similar in function to CMS. Information should include contact name, address, phone number, email and a description of services provided.

4. Describe your firm's knowledge of and experience in integrating the following items into the design along with examples how they have been implemented on past projects:

(i) Tracks

(ii) Drainage and PCCO requirements

5. Legal Information

a. Identify any judgments, claims, and suits pending or outstanding against your firm or its officers.

b. Describe previous litigation, mediation or arbitration pertaining to your design services in which your firm has been involved with during the past five (5) years.

c. In the past five (5) years has your firm ever paid a client due to errors or omissions found in the work?

d. Indicate any project(s) where your firm has been terminated and the reasons for termination.

e. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit, found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity, or been convicted of a crime involving any federal, state or local law related to construction?

f. If YES, explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

g. Has your firm or any of its owners, officers or partners ever been convicted or a federal or state crime of fraud, theft, or any other act of dishonesty?

6. Insurance Information

a. Does your firm carry professional liability insurance?

b. Indicate current practice limits

c. Can you provide separate project liability insurance coverage?

d. Has your firm provided project liability insurance in the past?

e. What was the highest insurance limit provided?

f. Provide name of liability insurance company

g. Provide Policy Number

h. Provide principal insurance company address

i. Provide name & address of local agent

Protest Procedures

When an offeror wants to protest a contract award pursuant to this solicitation, they must submit a written request to the Chief Finance Officer of The Charlotte-Mecklenburg Board of Education. This request must be received within (10) Ten consecutive calendar days from the date of the contract award and must contain specific sound reasons and any supporting documentation for the protest. Note: Contract award notices are sent only to those actually awarded contracts, and not to every person or firm responding to this solicitation. Offerors may call the Procurement Official listed on the first page of this document to obtain a verbal status of contract award. If the Chief Finance Officer can render a decision based on the facts without a meeting, a written response with a decision will be rendered within ten consecutive calendar days of the receipt of the protest letter. If not, The Chief Finance Officer will schedule a meeting with the protesting party to hear their complaint. This meeting will be held within thirty consecutive calendar days after receipt of the written protest. The Chief Finance Officer will respond to the protesting party in writing with a decision within thirty consecutive calendar days from the date of the protest meeting. All decisions of the Chief Finance Officer shall be the final administrative review.

CHARLOTTE-MECKLENBURG SCHOOLS
SMALL BUSINESS ENTERPRISE PROGRAM

Request for Qualifications SBE Participation Guidelines
For Professional Services
(Including Surveying, Commissioning, & Geo Technical)

In accordance with G.S. 143-128.1, it shall be the policy of the Charlotte-Mecklenburg Board of Education to promote full and equal access to business opportunities with Charlotte-Mecklenburg Schools. Small business enterprises (SBE) as well as other responsible vendors shall have a fair and reasonable opportunity to participate in CMS business opportunities.

The Superintendent shall implement an SBE Program which includes aspirational goals for SBE utilization in proportion to the availability of qualified vendors in particular areas of procurement. An annual report shall be made to the Board of Education regarding SBE utilization in comparison to the aspirational goals.

Policy Adopted: 01/12/93
Policy Amended: 07/09/96
Policy Amended: 02/22/05
Policy Amended: 08/25/26

Requirements

The fundamental requirement of the policy is that all contractors, vendors and consultants, who contact with the Board of Education, will: (i) not discriminate against any person in regard to race, color, religion, age, national origin, sex, or disability; and (ii) provide a full and fair opportunity for participation of SBEs in contracts. Participation shall be measured in terms of the actual dollars received by SBEs.

"Small" as used in this policy means a business enterprise owned, operated, and controlled by one (1) or more eligible owners who have 51% ownership, interest, holds the professional or contractor license necessary for operation as well as management, control, and have technical expertise directly related to the primary product or service of the business, and is 25% or less of the applicable size standards established by the Small Business Administration.

Responders responding to this solicitation shall comply with the SBE Program by making a Good Faith Efforts to utilize the following aspirational goals for SBE participation under this contract for professional service and construction contracts:

Category	SBE Goal
Construction	21%
Architecture & Engineering	16%
Professional Services	23%
Contracted Services (other than Architecture, Engineering, and other Professional Services)	14%
Goods	11%

Responders will describe how your firm will address the SBE Objectives. This may include the forms listed below and a commitment to obtain a certain overall percentage.

Responders shall include <u>in</u> their proposals the following documentation:

□ **Small Business Enterprise Identification Form** (including suppliers)
□ **Affidavit A** (if subcontracting)

OR

□ **Small Business Enterprise Identification Form**
□ **Affidavit B** (if self-performing all work with own workforce AND will not purchase any materials or supplies in the performance of the contract . Upon request, provide sufficient information for Charlotte-Mecklenburg Schools to determine that the Bidder does not customarily subcontract work on this type of project)

The forms ask for the scope of work and the dollar amount. Respondents may not be able to give specific dollar amounts until you know the project scope assigned. However, you may list an overall percentage based on the scopes of work intended to be performed by SBE consultants and subcontractors.

The overall participation committed for the school is based upon all activities associated with the project including design sub-consultants, lower tier subcontractors, printing, courier services, suppliers and other services.

Upon receipt of notice of award, the low responder who is subcontracting anything must provide the following information:

□ **Appendix I, II and/or III**

With each pay request the prime contractors will submit Appendix IV listing payments made to all subcontractors. Failure to submit these and all documents as requested is grounds for rejection of the bid.

Compliance Documentation

All written statements, affidavits or intentions made by Respondents shall become a part of the agreement between the Consultant and Charlotte-Mecklenburg Schools for performance on this contract. Failure to comply with any of these statements, affidavits or intentions or with the SBE Program Guidelines shall constitute a breach of contract. A finding by Charlotte-Mecklenburg Schools that any information submitted either prior to award of the contract or during the performance of the contract is inaccurate, false, or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option Charlotte-Mecklenburg Schools whether to terminate the contract for breach.

In determining whether a contractor has made Good Faith Efforts, Charlotte-Mecklenburg Schools will evaluate all efforts made by the Contractor and will determine compliance in regard to quantity, intensity, and results of these efforts.

Good Faith Effort Documentation – The bidder's documentation to meet the goals set forth in these provisions shall include the following evidence:

1. Copies of solicitations for quotes to at least three (3) SBE firms for each subcontract to be let under this contract. Each solicitation shall contain a specific description of the work to be subcontracted, location where the bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.

2. Copies of quotes or responses received from each firm responding to the solicitation.

3. A telephone log of follow-up calls to each firm sent a solicitation.

4. For subcontracts where an SBE firm is not considered to be the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.

5. Documentation of any contacts, correspondence or conversation with SBE firms made in an attempt to meet the aspirational goals.

6. The successful bidder shall maintain records relating to all commitments for a period of at least one year following acceptance of final payment.

Note: Additional Good Faith Efforts are identified in Affidavit A.

After review of the Respondent's Good Faith Efforts, the Respondent may request and be granted a Waiver of the SBE aspirational goals that have not been met for that particular project. A Waiver may be granted upon review of the Respondent's documentation and determination that, in fact, a Good Faith Effort has been put forth. The Respondent's SBE Utilization Commitment shall be incorporated into the contract.

Charlotte-Mecklenburg Schools is authorized to establish specifications requiring bidders to subcontract a certain designated percentage of the construction and repair work amount, provided that nothing contained in these requirements shall be construed to require that the award of subcontracts be made to subcontractors who do not submit the lowest responsive bid.

NOTE: Charlotte-Mecklenburg Schools reserves the right to waive any irregularities in SBE documentation if they can be resolved prior to award of the contract, and Charlotte-Mecklenburg Schools finds it to be in its best interest to do so and award the contract.

Dispute Resolution Procedures

Under G.S. 143-135.26 (11), states that a public entity shall use the dispute resolution process adopted by the State Building Commission, or shall adopt another dispute resolution process, which shall include mediation, to be used an alternative to the dispute resolution process adopted by the State Building Commission. This dispute resolution process shall be available to all the parties involved in the public entity's construction project including the public entity, the architect, the construction manager, the contractor, and the first-tier and lower-tier subcontractors and shall be available for any issues arising out of the contract or construction process.

The public entity may set a reasonable threshold, not to exceed fifteen thousand dollars ($15,000), concerning the amount in controversy that must be at issue before a party may require other parties to participate in the dispute resolution process. The public entity may require that the cost of the process be divided between the parties to the dispute with at least one-third of the cost to be paid by the public entity, if the public entity is a party to the dispute. The public entity may require in its contract that a party participates in mediation concerning a dispute as a precondition to initiating litigation concerning the dispute.

Charlotte- Mecklenburg Schools

SBE Documentation Overview

Form	Submission Requirements	Required Form
Subcontractor / Supplier Identification Form Lists the total dollar amount of such participation by SBE subcontractors and suppliers the Bidder **will use** on the project.	Due with bid/proposal	Small Business Enterprise Identification Form
Listing of Good Faith Efforts (GFE) Indicates the actions you undertook to recruit and solicit subcontractors, vendors, or suppliers for this project.	Due with bid/proposal (if subcontracting)	Affidavit A
Intent to Perform Contract with Own Workforce Indicates that the Bidder does not customarily subcontract elements of this type of project, normally performs all elements of work on this project with his/her own current work force **AND** will not purchase any materials or supplies in the performance of the contract.	Due with bid/proposal (self-performing)	Affidavit B
Portion of Work to be Performed by SBE Firms Identifies small business that is equal to or greater than the SBE total goal for Construction 21%, Other Services 14%, and/or Goods 11% of the bidders total contract price. **Appendix I is signed by the SBE**.	Within three (3) business days after notification of being the apparent low bidder	Affidavit C and Appendix I
Documentation of Good Faith Efforts (GFE) Indicates GFEs of bidders who do not achieve the overall SBE goal for Construction 21%, Other Services 14%, and/or Goods 11% participation by SBEs. Documentation provided should correspond with the items checked on Affidavit A. **Appendix I is signed by the SBE.**	Within three (3) business days after notification of being the apparent low bidder	Affidavit D and Appendix I
Professional Services Indicates the minimum percent of the total dollar amount of the contract with SBEs. **Appendix I is signed by the SBE.**	Within three (3) business days after receiving Letter of Commitment	Appendix I, II and/or III
Documentation for All Contract Payments Contractor shall provide with each pay request to CMS all payments to contractors, subcontractors, supplies and service providers.	Must submit with each pay request and final payment	Appendix IV

Small Business Enterprise Identification Form

I, _____
(Name of Bidder)
do hereby certify that on this project, we will use the following small business enterprises as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone #	Work type	*SBE Subgroup Category

* SBE Subgroup categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**), or Socially and Economically Disadvantaged (**D**)

The total value of SBE contracting will be ($) _____.

Attach this form and AFFIDAVIT A or this form and AFFIDAVIT B to the Bid

Attach AFFIDAVIT A or AFFIDAVIT B to the Bid

State of North Carolina AFFIDAVIT A – Listing of the Good Faith Effort

County of _____

Affidavit of _____
(Name of Bidder)

I have made a good faith effort to comply under the following areas checked:
Bidder must earn at least 50 points from the Good Faith Efforts list for their bid to be considered responsive.

- ☐ **1 – (10 Points)** Contacted small businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☐ **2 – (10 Points)** Made the construction plans, specifications and requirements available for review by prospective small businesses or providing these documents to them at least 10 days before the bids are due.
- ☐ **3 - (15 Points)** Broken down or combined elements of work into economically feasible units to facilitate small business participation.
- ☐ **4 – (10 Points)** Worked with the trade community, or contractor organizations included in the bid documents that provide assistance in recruitment of small businesses.
- ☐ **5** – **(10 Points)** Attended pre-bid meetings scheduled by the public owner.
- ☐ **6 – (20 Points)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☐ **7 – (15 Points)** Negotiated in good faith with interested small businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a small business based on lack of qualification should have the reasons documented in writing.
- ☐ **8 – (25 Points)** Provided assistance to an otherwise qualified small business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted small businesses in obtaining the same unit pricing with the bidder's suppliers in order to help small businesses in establishing credit.
- ☐ **9 - (20 Points)** Negotiated joint venture and partnership arrangements with small businesses in order to increase opportunities for small business participation on a public construction or repair project when possible.
- ☐ **10** – **(20 Points)** Provided quick pay agreements and policies to enable small contractors and suppliers to meet cash-flow demands.

In accordance with GS 143-128.1 and Board of Education Policy the undersigned will enter into a formal agreement with the firms listed in the Identification of Small Business Participation schedule conditional upon execution of a contract with the Owner. Failure to abide by this statutory provision will constitute a breach of the contract. The undersigned hereby certifies that he or she has read the terms of the Small Business Enterprise commitment and is authorized to bind the bidder to the commitment herein set forth.

Date:_____ **Name of Authorized Officer:**_____

Signature:_____

Title:_____

SEAL

State of _____***, County of***_____

Subscribed and sworn to before me this _____***day of*** _____***20***____

Notary Public_____

My commission expires _____

Attach AFFIDAVIT A or AFFIDAVIT B to the Bid

State of North Carolina --AFFIDAVIT B-- Intent to Perform Contract with Own Workforce.

County of _____

Affidavit of_____
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the _____

_____contract.
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; **AND** the bidder will not purchase any materials or supplies in the performance of the contract

The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date:_____Name of Authorized Officer:_____

Signature:_____

Title:_____

SEAL

State of _____, County of _____

Subscribed and sworn to before me this _____day of _____20___

Notary Public _____

My commission expires_____

APPENDIX I
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR OR SUBCONSULTANT
(PROVIDE MATERIALS OR/& SERVICES)

PROJECT: _____
(Project Name)

TO: _____
(Name of Prime Bidder/Architect)

The undersigned intends to perform work in connection with the above project as

_____ Small Business Enterprise

The SBE status of the undersigned is/is not certified by a council or governmental entities. Our SBE certification number is _____.

The undersigned is prepared to perform the following described work or provide materials or services in connection with the above project (specify in detail particular work items, materials or services to be performed or provided) at the following price: _____.

You have projected the following commencement date for such work, and the undersigned is projecting completion of such work as follows:

Items	**Projected Commencement Date**	**Projected Completion Date**

Subcontracting at any tier must be reported and is subject to all SBE compliance requirements. This form shall be used for SBE subcontracting at any level.

Date: _____
(Name & Phone No. of SBE Company)

_____
(Name & Title of Authorized Officer)

_____
(Signature)

THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE SUBCONTRACTORS/SUPPLIERS

APPENDIX II
SBE UTILIZATION COMMITMENT FORM
FOR
PROFESSIONAL SERVICES

We, _____, do certify that on the
(Architect)

_____
(Project Name)

_____, _____
(Project Number) (Dollar Amount of Bid)

If the bidder intends to subcontract, this form must be completed regardless of the amount or lack of SBE participation attained.

I will expend a minimum of _____% of the total dollar amount of the contract with small business enterprises. SBEs will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

Attach additional sheets if required

Name and Address	* SBE Subgroup Category	Work description	Dollar Value

* SBE Subgroup categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) Native American Indian (N),Female (**F**), or Socially and Economically Disadvantaged (**D**)

The undersigned will enter into a formal agreement with Small Business Firms for work listed in this schedule conditional upon execution of a contract with the Charlotte-Mecklenburg Board of Education. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date:_____Name of Authorized Officer:_____

SEAL

Signature:_____

Title:_____

State of _____, County of _____

Subscribed and sworn to before me this _____day of _____20____

Notary Public_____

My commission expires_____

APPENDIX III
SBE UTILIZATION COMMITMENT FORM
FOR
PURCHASES OF GOODS & OTHER SERVICES

We, _____, do certify that on the
(Bidder)

_____
(Project Name)

_____, _____
(Project Number) (Dollar Amount of Bid)

If the bidder intends to subcontract, this form must be completed regardless of the amount or lack of SBE participation attained.

I will expend a minimum of _____% of the total dollar amount of the contract with small business enterprises. SBEs will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

Attach additional sheets if required

Name and Address	* SBE Subgroup Category	Work description	Dollar Value

* SBE Subgroup categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) Native American Indian (N), Female (**F**), or Socially and Economically Disadvantaged (**D**)

The undersigned will enter into a formal agreement with Small Business Firms for work listed in this schedule conditional upon execution of a contract with the Charlotte-Mecklenburg Board of Education. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date:_____Name of Authorized Officer:_____

SEAL

Signature:_____

Title:_____

State of _____, County of _____

Subscribed and sworn to before me this _____day of _____20_____

Notary Public_____

My commission expires_____

APPENDIX IV

DOCUMENTATION FOR All PAYMENTS TO CONTRACTORS, SUBCONTRACTORS, SUPPLIERS, AND SERVICE PROVIDERS

Prime Contractor/Architect: _____

Address & Phone: _____

Project Name: _____

Pay Application #: _____ Period: _____

Current Requested Payment Amount _____

The following is a list of payments to be made to all contractors/suppliers & other providers on this project for the above-mentioned period.

Firm Name and Address	SBE Subgroup Category	Amount to be Paid from this pay Request	Total Payments to date (does not include current requested amount)	Total Amount Committed (full contract value)	Comments
Totals					

* SBE Subgroup categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) Native American Indian (N), Female (**F**), or Socially and Economically Disadvantaged (**D**)

Date: _____ Approved/Certified By: _____
Name

_____
Title

_____
Signature

****THIS DOCUMENT MUST BE SUBMITTED WITH EACH PAY REQUEST & FINAL PAYMENT****

APPENDIX V
WAIVER REQUEST
FOR GOOD FAITH EFFORTS

PROJECT: _____
COMPANY: _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
CONTACT PERSON: _____ **PHONE NO**: _____
TITLE: _____

The said company requests a Full ( ) or Partial ( ) waiver for the SBE aspirational goals for this particular project for the following reasons:

Signature: _____ Date: _____

CMS USE ONLY

Good Faith Efforts Verified: _____
_____
_____
_____

Request of Waiver Granted: YES (_____) NO (_____)
Comments: _____
_____
_____
_____
_____

SBE Administrator: _____ **Date:** _____

Charlotte Mecklenburg Board of Education
Contract Insurance Guidelines
As of 3/31/2011

INSURANCE: Throughout the term of this contract, the contractor and any of his subcontractors will comply with the insurance requirements described in this section. In the event that the contractor fails to maintain required insurance, Charlotte Mecklenburg Board of Education (herein referred to as CMBE) shall be entitled to terminate or suspend the contract immediately.

The contractor agrees to purchase and maintain the following insurance coverage during the life of the contract:

A) **Automobile Liability**
Insurance with a limit of not less than $1,000,000 per occurrence combined single limit each occurrence for bodily injury and property damage liability covering all owned, non-owned, and hired vehicles.

B) **Commercial General Liability**
Insurance with a limit not less than $1,000,000 per occurrence/aggregate including coverage for bodily injury, property damage, products and completed operations, personal/advertising injury liability and contractual liability.

C) **Workers' Compensation**
Insurance meeting the statutory requirements of the State of North Carolina and any applicable Federal laws; and, Employers' Liability - $100,000 per accident limit, $500,000 disease per policy limit, $100,000 disease each employee limit.

CMBE shall be named as an additional insured under the commercial general liability insurance for operations or services rendered under this agreement.

The Certificate Holder's Address should read:

The Charlotte Mecklenburg Board of Education P.O. Box 30035, Charlotte, NC 28230-0035

CMBE shall be a designated insured under the auto liability

The contractor shall not commence any work in connection with the resulting contract until it has obtained all of the types of insurance set forth in this section and furnished the project manager with proof of insurance coverage by certificates of insurance accompanying the contract. The contractor shall be responsible for notifying CMBE of any material changes (including renewals) to or cancellation of the insurance coverages required above. Notice to CMBE must be completed in writing within 48 hours of the changes.

The contractor shall not allow any subcontractor to commence work until all such subcontractors have obtained the same insurance coverages as described above.

All insurance policies shall be written by insurers qualified to do business in the State of North Carolina. If any of the coverage conditions are met by a program of self-insurance, the contractor must submit evidence of the right to self-insure as provided by the State of North Carolina.

CMBE shall be exempt from, and in no way liable for any sums of money that may represent a deductible or self-insured retention in any insurance policy. The payment of the deductible/retention shall be the sole responsibility of the contractor and/or subcontractor.

The contractor's insurance shall be primary of any self-funding and/or insurance otherwise carried by CMBE for all loss or damages arising from the contractor's operations under this agreement. The contractor and each of its subcontractors shall and does waive all rights of subrogation against CMBE and each of the Indemnitees.